



## AFFILIATE/ICW MEETING/EVENT SPACE REQUEST GUIDELINES

Thank you for your interest in holding a meeting or event “In Conjunction With” (ICW) NCA 2025 – 111<sup>th</sup> Annual Convention. We welcome the opportunity to collaborate on providing a successful experience and appreciate your valued participation.

The following guidelines have been established to allow for a smooth request and planning process.

**Meeting & Event Form**  
[SUBMIT NOW](#)

**Submission Deadline:**  
**September 15**

### Date/Time Guidelines

- Meetings are limited to two and ½ hour increments.
- Receptions may begin no earlier than 7:00 PM on Friday and Saturday and 8:30 PM on Thursday. No receptions are to be held on Wednesday.
- No meetings or events may occur before 8:00 AM or from 5:30-7:00 PM on Thursday, Friday, and Saturday.

### Fee Guidelines

- Groups may not charge registration fees or sell tickets to their meetings/events if the event is held Wednesday through Sunday of the annual convention.
- The administrative fees below will apply per event, per room, per day requested. Schools/companies must remit payment immediately upon receiving the invoice. **NCA will assign space to schools/companies once payment has been received.**

	Member	Non-member
<b>Thursday/Saturday</b>	\$350	\$400
<b>Friday</b>	\$400	\$450

- Member Rates: apply to NCA departmental members\*, convention advertisers, exhibitors, and sponsors. **\*Department memberships must be current through December 1.**
- Non-member Rates apply to all other schools/companies.
- NCA does not influence or have control of hotel room rental fees, food and beverage minimums, or audiovisual pricing at venues. The venue may require a separate contract for your event space. You will work with the venue to order catering, entertainment, décor, audiovisual, and any additional charges (excluding NCA administrative fees).

## Cancellation Policy

Administrative fees are non-refundable unless the event is cancelled by NCA. NCA must receive cancellation requests in writing to [convention@natcom.org](mailto:convention@natcom.org). All approved groups are to contract event space directly with the venue and are responsible for finalizing all arrangements directly with the venue. Any penalty incurred between the group and the venue is the responsibility of the group. NCA accepts no responsibility for the event(s).

## Assignment of Space

NCA controls all meeting/event space via contracts with the venues. Meeting space is limited and will be assigned on a first-come, first-paid, space-available basis. NCA will attempt to accommodate all preferred location requests but cannot guarantee the location due to space constraints.

- No organization or company is permitted to reserve meeting rooms directly through the contracted venues without NCAs approval.
- If found securing meeting space around NCA without approval, NCA reserves the right to provide an invoice with the appropriate fee to the organization in question, or you risk losing your meeting space. All contracted hotels have been made aware of this policy.
- **Due to space limitations, we will not accept requests for staff offices or meeting rooms on an all-day hold.** It is also difficult to find meeting rooms for requests with fewer than five attendees. NCA will work to identify an appropriate location to hold your small meeting but there are no guarantees.
- An email will be sent within 72 hours of receiving the application confirming the request was received.
- Meeting space assignments will begin being distributed on September 30.
- Meeting space confirmation will contain the appropriate contact information to coordinate your event and finalize details.

Planning a non-attendee meeting for your internal staff? Please be mindful of the Exhibit Hall, Graduate School Open House (GSOH), and Job Fair hours, so booth staff can be present during these times:

Dates	Exhibit Hall Hours	GSOH Hours	Job Fair Hours
Wednesday, November 20	3:00 – 7:00 PM		
Thursday, November 21	7:30 AM – 5:00 PM	1:00 – 4:00 PM	
Friday, November 22	7:30 AM – 5:00 PM		9:00 AM – 12:00 PM

## Function Space Process

Schools/companies that wish to host a function as outlined above must follow the procedures outlined below.

- Submit meeting request [here](#) by September 15. A separate form must be submitted for each event being requested.
- Function space is assigned on a first-come, first-paid basis and as space availability allows. Submitting a form does not guarantee space availability.
- If the event is approved, you will receive an email confirmation starting by September 30. From there, you will receive a room assignment and AV and catering contact information. Do not contact the hotel or convention center until you have received your email confirmation with the venue contact information. If your event is not approved, you will also receive notification from NCA.
- By reserving event space, all event hosts agree to follow any applicable local, state, or federal guidelines in place regarding masks, social distancing, room capacities, food and beverage service, etc. and to enforce those guidelines among their attendees. NCA reserves the right to cancel or modify any space assignment based on restrictions in effect at the time of the event.

## Additional Guidelines

- **Joint Events:** You may host a joint event with another school/company; however, one person/organization must serve as the primary host and the other(s) co-hosts. The primary host will receive all event correspondence and will be responsible for payment and disseminating to co-hosts.
- Any solicitation or industry sponsorship is prohibited.
- Signage is allowed at the room entrance only. Overall sign dimensions are not to exceed 28"x44".